Checklist to View Purchase Orders

Once a PO has been closed, it will not display in the active PO list. This search allows you to view all purchase orders and the PO status.

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

1. Enter/Verify Business Unit

2. Enter any other search criteria that you would like to search by

3. Click Search

4. All POs meeting your search criteria will display.